



**PMDC**  
PAKISTAN MINERAL DEVELOPMENT CORP.

**Head Office**

Plot No: 13, Sector H/9,  
Islamabad 44000, Pakistan.  
Tel: 9265123-24  
E-mail: [info@pmdc.gov.pk](mailto:info@pmdc.gov.pk)  
[www.pmdc.gov.pk](http://www.pmdc.gov.pk)

**Invitation for Pre-Qualification**

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of the Ministry of Energy (Petroleum Division), Government of Pakistan, invites proposals from interested Air Ticketing/Travel Agencies having valid registration with Federal Board of Revenue (FBR)/Respective Revenue Boards for income tax & sales tax and who are on Active Taxpayer List (Income & Sales Tax) of the Federal Board of Revenue (FBR)/Respective Revenue Boards for **“Pre-Qualification of Air Ticketing/Travel Agencies for Provision of Domestic and International Air Ticketing and Allied Travel Services under Open Framework Arrangement”**

E-Pre-Qualification documents containing detailed terms and conditions opening of bid, etc. are available electronically and can be downloaded from EPADS-PPRA Website: <https://eprocure.gov.pk> & <https://epms.ppra.gov.pk> free of cost.

The electronic proposals, prepared in accordance with the instructions in the pre-qualification document must be submitted by using EPADs (1.0) on or before 22.06.2026 at 11:00 AM. Proposals will be opened on EPADs on the same date at 11:30 AM in the presence of participants who may desire to attend the tender opening.

Note:-

1. In case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Office, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.

**Assistant Vice President (Procurement)**  
**PMDC Head Office, H-9/4, Islamabad**  
**Phone: 051-9265128**  
**E-mail: [dgm-pro@pmdc.gov.pk](mailto:dgm-pro@pmdc.gov.pk)**



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**Tender Enquiry No. PMDC/PROC./Travel Agents/HO  
DUE FOR OPENING ON: 22.06.2026 AT 11:30 AM**

**Pre-Qualification of Air Ticketing/Travel Agencies**

**1. Introduction**

Pakistan Mineral Development Corporation is an autonomous corporation under the administrative control of the Ministry of Energy (Petroleum Division), Government of Pakistan, invites proposals from interested Air Ticketing/Travel Agencies having valid registration with Federal Board of Revenue (FBR)/Respective Revenue Boards for income tax & sales tax and who are on Active Taxpayer List (Income & Sales Tax) of the Federal Board of Revenue (FBR)/Respective Revenue Boards for “**Pre-Qualification of Air Ticketing/Travel Agencies for Provision of Domestic and International Air Ticketing and Allied Travel Services under Open Framework Arrangement**”

The pre-qualified/selected agencies shall be considered for entering into long-term framework agreements (initially for a period of two (02) years, extendable for a further period of one (01) year) or other appropriate business arrangements. Detailed terms, conditions and service charges shall be finalized at a subsequent stage.

**2. Scope of Services**

The Pre-Qualified applicant shall provide services as per following:

- Provide air ticketing / travel services (Domestic / International) for PMDC Officials and make all necessary arrangements ancillary thereto.
- Assistance for obtaining visas / transit visas and submitting passports at the embassies;
- Round the clock (24/7) availability of dedicated personnel for bookings / cancellation of tickets
- Fast and timely delivery of tickets at PMDC premises or other designated place(s) as instructed by authorized representative of PMDC with advance seat assignments.
- Provision of services at short notice, whenever required.
- Arrangements of prepaid ticket advice (PTA).
- Offering the most suitable flight schedules and competitive fare options, including promotional discounts where available.



- Arrangement of travel through foreign carriers, including those not directly operating in Pakistan.
- Obtaining travel related insurances.
- Provision of hotel reservation and vehicle rental services, where required.
- Provide travel advisories or other relevant travelling information in a timely manner.
- Advice on necessary health requirements, including type of inoculations and vaccinations whether required or suggested for domestic / international traveling.
- Implement and coordinate the entire travel management based on the travel needs of PMDC Officials.
- Any other allied travel-related services

### **3. Pre-Qualification Criteria**

**Interested applicants are required to demonstrate proven experience, operational capacity and quality of services. The following documents/information shall be provided on the prescribed form attached at the end of this document for assessment/evaluation of proposals:**

#### **A. Company Profile**

- Legal status, registration with year of incorporation, and office locations.

#### **B. Relevant Experience**

- Minimum 3–5 years' experience in air ticketing/travel management services.
- Experience with Government/ Semi-Government/ Autonomous Bodies/ Corporate Organizations.
- Evidence of services provided to at-least two major clients.

#### **C. Operational Capacity**

- Number of operational staff and qualified travel consultants.
- Availability of computerized reservation systems.
- 24/7 customer support facility.
- Capability to arrange emergency travel bookings.
- Dedicated focal person/account manager.
- Presence/operations in major cities of Pakistan.

#### **D. Registrations and Certifications**

- NTN and GST Registration.
- Travel agency license from relevant authorities.



#### **E. Financial Soundness**

- Last 3 years' financial statements (preferably audited)

#### **F. Litigation History and Blacklisting Declaration**

- Undertaking confirming that the firm has not been blacklisted by any government/semi-government organization.
- Details of ongoing litigation (if any)

#### **4. Submission Details**

The electronic proposals, prepared in accordance with the instructions in the pre-qualification document must be submitted by using EPADs (1.0) on or before 22.06.2026 at 11:00 AM. Proposals will be opened on EPADs on the same date at 11:30 AM in the presence of participants who may desire to attend the tender opening.

#### **5. Rights Reserved**

PMDC reserves the right to:

- Accept or reject any or all PQ documents as per PPRA Rules
- Modify or cancel the process at any stage without assigning any reason
- Verify any or all submitted information through independent sources

#### **6. Clarifications**

Any queries related to this pre-qualification may be submitted in writing or via email:

**Assistant Vice President (Procurement)**  
**PMDC Head Office, H-9/4, Islamabad**  
**Phone: 051-9265128**  
**E-mail: dgm-pro@pmdc.gov.pk**



**PRE-QUALIFICATION INFORMATION FORM**  
**Air Ticketing & Travel Services**

**SECTION A: GENERAL INFORMATION**

Name of Agency: \_\_\_\_\_

Owning Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Focal Person Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Legal Status (Sole/Partnership/Pvt Ltd/Public Ltd/Other):  
\_\_\_\_\_

Year of Incorporation: \_\_\_\_\_

**SECTION B: RELEVANT EXPERIENCE**

Total Years of Experience: \_\_\_\_\_

Government/Corporate Clients:

Client Name	Service	Duration	Value	Contact



**SECTION C: OPERATIONAL CAPACITY**

Reservation Systems Available:

\_\_\_\_\_

Services Available:

- Domestic Ticketing
- International Ticketing
- Refund/Revalidation
- Visa Assistance
- Hotel Reservation
- Airport Transfer
- 24/7 Support
- Any other facility (please mention)

Staffing Information:

Total Staff: \_\_\_\_\_

Qualified Travel Consultants: \_\_\_\_\_

Presence in Cities:

City	Head Office/Branch Office	Address

**SECTION D: REGISTRATIONS & CERTIFICATIONS**

NTN Number: \_\_\_\_\_

GST Number: \_\_\_\_\_

Certifications/Accreditation : \_\_\_\_\_



**SECTION E: FINANCIAL INFORMATION**

Turnover (Last 3 Years):

Year	Turnover (PKR)

Financial Statements Attached

**SECTION F: LITIGATION & BLACKLISTING**

Blacklisted (Yes/No)

If yes, details: \_\_\_\_\_

Ongoing Litigation: \_\_\_\_\_

**SECTION G: DECLARATION**

I/We declare that the information provided is true and correct.

Authorized Signatory Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

